

## SCHOOL DISTRICT NO. 62 (SOOKE)

**TITLE:** LIBRARY ASSISTANT

**QUALIFICATIONS:**

1. Secondary school graduation plus Library Technician Courses with training in classifying, descriptive cataloguing, reference, and technical services.
2. Minimum of one year related experience in a library environment.
3. Ability to type a minimum of 35 words per minute (minimum).
4. Computer knowledge (Windows operating system) and ability to use word processing programs, desktop publishing, CD-ROM databases, and Internet. Some understanding of computer networks is desired.
5. Experience with Online Public Access Catalogues and automated Circulation Systems, preferably with a working knowledge of relevant software programs.
6. Ability to communicate well and present ideas in a clear and concise manner.
7. Ability to work well with students.
8. Able to work efficiently and follow instructions accurately despite constant interruptions.
9. Ability to work with minimal supervision.

**RESPONSIBLE TO:** As Assigned.

**SUPERVISES:** N/A

**JOB GOAL:** To provide such help to teachers and students using the library, either individually or in groups, as to enable them to take full advantage of available resources.

**PERFORMANCE RESPONSIBILITIES:**

1. Helps students and staff use the OPAC computer search terminals to locate library resources. Also helps in the accessing of electronic resources including networked programs, CD-ROM databases, and Internet.
2. Operates the automated circulation desk.
3. Monitors the list of overdue materials and implements procedures (personal contact, phones calls, written notices) to ensure their prompt return.
4. Monitors students transfers in/out, processes, and maintain student and staff computer records for library patron accounts and computer network user accounts and enters computer data related to the resource collection.

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5. Trouble shoots computer application problems at a user's workstation.
6. Processes new books and media material for shelving and replaces them in proper storage when they are returned by patrons.
7. Prepares orders for and maintains library office supplies and materials.
8. Types and processes orders, reports, bibliographies, forms letters to publishers, etc.
9. Assists the teacher-librarian and/or administration in duties relating to supervision of students.
10. Collects money as required (overdue fines, photocopier, etc.), issues receipts when required, and prepares money and deposit slips to be forwarded to school office accounts.
11. Accesses the school office computer network to post lost book and overdue charges to student's accounts.
12. Assists in the annual inventory of library materials, and the preparation of lists of missing books and books to be discarded.
13. Makes repairs on damaged books and materials.
14. Perform related work as required.

**TERMS OF EMPLOYMENT:** Maximum of seven (7) hours per day during the school year of September through June.

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EVALUATION

DATE: September 17, 2015

JOB TITLE: Library Assistant

	Factor	Degree	Points	Substantiating Data
1.	Knowledge	3	45	Grade 12 graduation plus additional programs/courses of up to one year or equivalent.
2.	Experience	4	60	Over six months, up to and including one year.
3.	Judgement	2	20	Job requires the application of established methods or procedures. Work may involve a choice of methods.
4.	Mental Effort	4	40	Almost continuous periods of intermediate duration.
5.	Physical Activity	2	12	Light activity of intermediate duration.
6.	Dexterity	4	24	Accurate coordination of fine movements, where speed is a secondary consideration.
7.	Accountability	3	30	Could result in significant loss of time, resources.
8.	Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
9.	Contacts	3	30	Tact and discretion required to deal with or settle requests, complaints or clarification of information.
10.	Disagreeable	2	20	Minor conditions of occasional exposure.
	TOTAL POINTS		297	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

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Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_